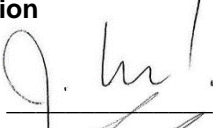
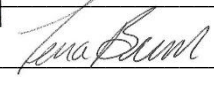


Leamington Mennonite Home

POLICY AND PROCEDURE

| | | |
|---------------------------------|---|----------------------|
| CATEGORY: Laundry | SUBJECT: Linen Distribution | SECTION: L |
| DATE: January 1, 2024 | Administrator:  | POLICY: 4 |
| REVISION DATES: | HKL Supervisor:  | |

LINEN DISTRIBUTION

POLICY:

An adequate supply of clean linen in good repair must always be available to the floors.

PROCEDURE:

The HKL Supervisor will:

- 1) Ensure linen requirements are established through consultation between nursing and laundry staff. These amounts are to be written on the Linen Count Sheet for each floor and for each shift.
- 2) Review linen requirements noted on the Linen Count Sheet to ensure they remain sufficient. This is to include:
 - Items to be increased or decreased
 - Amount required
 - Explanation of any increase or decrease of linen requirements
- 3) Ensure linen carts and any excess linen is returned to the laundry room (clean side) at the end of each shift for restocking.

Note any linen volume that is constantly returned; count sheets can be adjusted in consultation with the HKL Supervisor.